I have received a copy of the

Emergency Plan
for Bldg. 362

dated
January 2000

and I have read and understand
the information provided.

Print Name	**Badge No.**
Signature	**Date**

Return to Amy Singletary, ES, 362, Rm. E377

Internal Document

Emergency Plan for Building 362

January 2000

Energy Systems Division
Argonne National Laboratory

Operated by The University of Chicago

under contract W-31-109-Eng-38, for the
United States Department of Energy

Emergency Plan for Building 362

Date Prepared: January 4, 2000

Prepared: _____ Date: _____
A.M. Singletary Area Emergency Supervisor

Reviewed: _____ Date: _____
W. W. Schertz ES Division Director

Reviewed: _____ Date: _____
S.K. Bhattacharyya TD Division Director

Reviewed: _____ Date: _____
L. E. Price HEP Division Director

Reviewed: _____ Date: _____
E. Gluskin XFD Division Director

Approved: _____ Date: _____
M . E. Goodkind Emergency Management Officer

1. Introduction

This emergency plan for Building 362 has been prepared to:

1. Provide the Fire Department and other emergency responders with information about the building.

2. Provide building occupants with information about the building that they need to know during an emergency.

3. Document that emergency preparedness in the building has been considered and is reviewed annually.

Site-wide emergency management is described in the Comprehensive Emergency Management Plan (CEMP), available from ESH-Emergency Management. All emergencies at ANL-East are managed under the incident command system, regardless of the nature of the emergency or where it occurs. The Fire Department incident commander is in charge of the emergency response. The emergency personnel listed in this plan will assist the incident commander as needed when there is an emergency in the building.

2. Emergency Personnel in Building 362

Area Emergency Supervisor	Location	ANL Ext.	Pager
Amy Singletary	E-377	2-0484	630-722-0135
Alt. Area Emergency Supervisors			
Leon Reed	E-124	2-4478	
Scott Smith	C-148F	2-5997	
Building Manager			
Midge Urban	E-385	2-3724	
Building Monitors		See Appendix A	

3. Building Description

Building 362 is a three-story building, with a brick first floor and aluminum siding over steel frame thereafter, housing laboratories and offices. It is occupied by about 300 people. The building houses four divisions, Energy Systems (ES), High Energy Physics (HEP), Technology Development (TD) and Experimental Facilities (XFD).

4. Hazards Checklist

Hazard		Present
Radiation or radioactive materials	Yes	
Chemicals		Yes
Carcinogens		Yes
Special Nuclear Materials		No
Sodium or lithium metals	No	

5. Hazards Description

A. Radioactivity

1. Ni-63 sealed sources located in Gas Chromatographs in Lab E-316.
2. Sealed Reference Calibration Isotopes (Am241, C0-57, Co-60, CS-137, Ru-106, and Sr-90) used for detector testing. Located in different High Energy Physics labs, noted on the door.

   All radioactive sealed sources are tracked using the Sealed Source Inventory Database. These sources are secured under lock and key when not in use.

B. CHEMICALS

Due to the diversity of the occupants of Building 362 many different experiments are conducted within the labs and Hi-bay which involve hazardous chemicals. **Do NOT** enter a facility that you are not familiar or trained in the hazards associated with that particular area. If you do need access, please contact Amy Singletary at ext. 2-0484.

1. The majority of the chemicals used in Bldg. 362 are: general solvents, cleaners, paints, corrosives, flammables, combustibles, epoxies, acutely toxic gas, toxic liquids, gases and solids.

2. CARCINOGENS

LAB #	Name	Class	MSDS #.
C-316, E-316	1,2-Dibromoethane, 99%	1	27670
E-232	Acrylamide, 50% aqueous, inhibited	1	16879
E-232	Acrylamide/bisacrylamide dry mixtures	1	2252
B-208	Antimony Standard	1	8549
E-224	Antimony Trioxide	1	28374
E-248	BC-600 part a (epoxy resin)	2	11180
E-316	Cadmium Chloride Anhydrous	1	13313
E-132, E-316	Carbon Tetrachloride	1	9670
C-316	Chloramphenicol Crystalline	2	3511
B-208, E-316	Chloroform	1	9672
E-224, E-316	Dichloromethane, Anhydrous, 99.8%	1	399
C-324	Diethylenetriaminepentaacetic acid, 97%	2	10216
F-116, E-324, Hi-Bay	Ethyl Alcohol, denatured	1	4850
C-316	Formaldehyde solution, 37%	1	11561
E-316	Hexachloroethane, 99%	1	27697
C-316	Hyonic pe-90 (ethylene oxide)	1	26111
F-224	Hysol (k20) part a	2	5294
E-132, E-316	Methylene Chloride	1	312
E-316	Nitrilotriacetic acid	2	4966
B-208	Quality Control Samples	1	28374
F-002, C-324	Slide tap-it aerosol	1	2966
E-316	Trichloroethylene, 99%	1	1575

6. Assembly and Relocation Areas

If the building is evacuated, occupants are to assemble in front of Building 362 on either side of the auditorium as shown on the attached drawing. In inclement weather, occupants may relocate to Building 363 (Central Shops area) or Building 360 (IPNS). Exceptions to these rules will be announced over the Public Address System. If an individual is impaired (broken leg, etc.) the supervisor of that individual should arrange for someone to help them evacuate the Building or go to the tornado shelter.

7. Control Point

The building control point is Room E-041. If appropriate, the AES, alternates, and/or building monitors will meet at the control point.

8. Emergency Communications and Instructions

All injuries, illnesses, fires, explosions, chemical accidents, and any unsafe or unstable conditions are to be reported by calling 911. Any telephone in the building can be used to call 911. When using a cellular phone, an individual must call 252-1911. Pay telephones are located in the first floor lobby and third floor across from room E-389 these can also be used for 911 calls at no charge to the user. Occupants are not to use private cars to transport co-workers who are injured or ill.

The building is connected to the site-wide public address system. The ComCenter operator will issue tornado watches and tornado warnings over this system. A warning tone precedes all emergency announcements. If you hear the building evacuation announcement or alarm, proceed calmly to the NEAREST speaker, which is usually located in the corridor, to hear the emergency announcement. The AES or alternate may also make announcements within the building on the building public address system; microphones are located on all floors. A hand-held radio is also available in room E-377 in case telephone service is lost.

9. Loss of Telephones

On occasion, telephone communications have been lost site-wide. If normal telephone communications are not available, the AES will establish a control point in a visible location such as Room E-377. The AES has a radio available for emergency communications with the Fire Department. Non-emergency radio transmissions should be avoided. Building occupants are instructed to seek assistance from the AES at the control point in the event that they need 911 assistance. Alternate AES's and building monitors can assist in the notifying the building occupants if the building public address is not functional. Any emergency conditions involving the building should be reported to the Fire Department.

When the AES calls the Fire Department by radio, the transmission begins with "Argonne Fire Department, this is the AES from Building 362." This will alert the Fire Department to the fact that the transmission requires their attention.

Pay telephones may work when the normal telephones are out of service. There are also telephones on separate exchanges in selected location (non-PBX telephones). Calls to 911 can be made on pay telephones; the caller should state that the call is from Argonne National Laboratory. The dispatcher will direct the call to the Argonne Fire Department. Cellular telephones may also be used to reach the Fire Department by calling 252-1911.

10. Loss of Power

If power is lost to a building or group of buildings, the AES determines whether activities should continue in the building. If loss of ventilation threatens the safety of the workers, they should be evacuated from the affected area or from the building. Special consideration should be given to hoods and the potential for radiological or chemical exposures. Also, the adequacy of lighting should be considered in deciding whether areas should be occupied or if work should continue.
Decisions to close the Laboratory due to site conditions are made by the crisis manager only. Instructions to dismiss staff are given over the public address system if available; if not, the site-wide radio network might be used. The AES may ask people to leave the building and/or relocate to another building if loss of power makes the building unsuitable for occupancy. The Fire Department should be notified of such a decision.

11.Warning Signals/Alarms

The building is equipped with fire alarms. If an alarm sounds, occupants are to leave the building immediately.

12. Emergency Shutdown Procedures

In the event of building evacuation or tornado warning, the AES, with the advice of the AES team, shall make the decision of emergency shutdown. If he/she considers the action necessary, he/she directs the Maintenance Supervisor to shut down power lines, water and steam supply lines, natural gas lines, hydrogen, nitrogen and oxygen lines and ventilation systems within the building.
Also, if Bldg. 362 occupants are conducting an experiment when an evacuation or tornado warning occurs, that experiment should be brought to a safe mode of operation, which includes a shutdown or an emergency stop.

13. Personnel Accountability

The AES, alternates, and building monitors will perform a sweep of their assigned areas to look for any occupants who did not hear the emergency message. The sweep shall be performed so as not to compromise the safety of those performing it. After exiting the building, employees shall report to their designated assembly area. Members of the building emergency team will determine whether anyone appears to be missing. The AES will report any missing personnel and/or area that was not swept to the incident commander, who will conduct a search of the employee's work area, if appropriate. If necessary, the AES will assist the incident commander in searching the building.

14. Specific Procedures

Upon receipt of a notification of a tornado watch, researchers should not begin work that cannot be brought to a "safe" mode of operation quickly.

Upon receipt of a notification of an evacuation or tornado warning, all experiments should be brought to a "safe" mode of operation, this includes a shut down or an emergency stop.

In the event of a fire alarm, personnel working with classified material should secure the material if this can be done quickly and safely and then leave the area. If the area is threatened by smoke or fire, personnel should leave the area immediately.

15. Tornado Shelters

Tornado shelters are located in the basement of Building 362 as shown on the attached drawing. All occupants are to move to the nearest tornado shelter when a warning is issued and are to remain there until the all clear is given. If an individual is impaired (broken leg, etc.) the supervisor of that individual should arrange for someone to help them evacuate the Building or go to the tornado shelter. There is no smoking in tornado shelters.

16. Emergency Exercises

Building 362 holds a tornado drill each spring and a fire drill each fall.

17. Training of New Occupants

Supervisors are responsible for ensuring that new building occupants under their supervision know the location of exits, tornado shelters, and how to call 911.

18. Training for AESs and Alternates

Newly appointed AESs and alternates are required to view the AES training film provided by ESH-Emergency Management. Responsibilities of the AES are given in the CEMP. Annual training is provided by the Emergency Management Organization.

19. Building Drawings

Locations of tornado shelters are shown in Appendix B. Also shown is the outdoor assembly area for use during building evacuation.

Appendix A:

Building Monitors

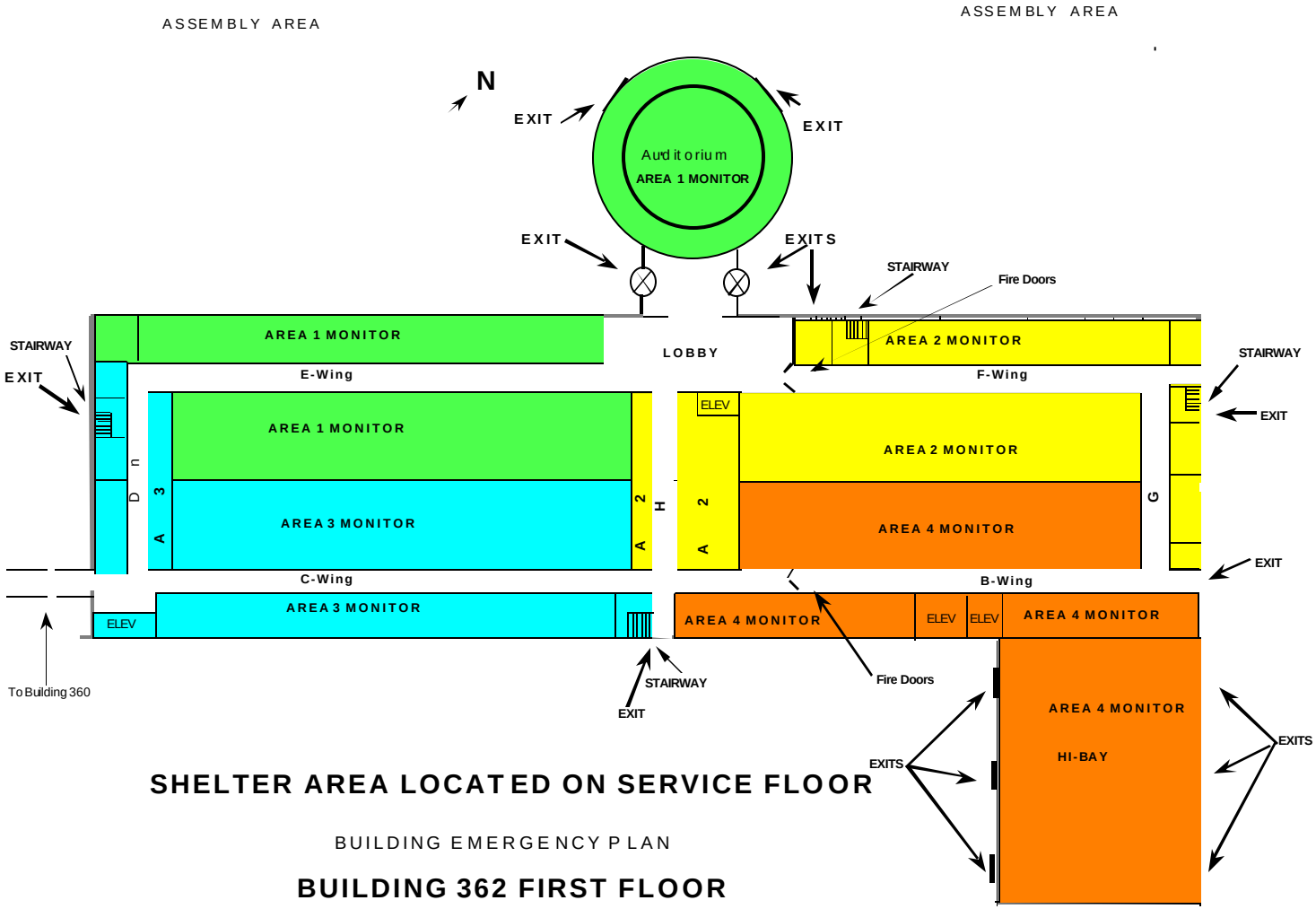
Building 362 Emergency Team

Position	Name	Division	Bldg	Room	Phone	Responsibility
AES	Amy Singletary	ES	362	E377	0484	All of 362, Third Floor
ALT. AES	Leon Reed	HEP	362	E124	4478	362 First Floor
ALT. AES	Scott Smith	TD	362	C148F	5997	362 Second Floor
Hall Monitor	Ronald Rezmer	HEP	362	E112	6279	First Floor Area 1
Hall Monitor	Leon Reed	HEP	362	E124	4478	First Floor Area 2
Hall Monitor	Ray Pond	TD	362	C121	7090	First Floor Area 3
Hall Monitor	Scott Smith	TD	362	C148F	5997	First Floor Area 4
Hall Monitor	Ruth Hill	HEP	362	E205	6290	Second Floor Area 1
Hall Monitor	Tony Fracaro	ES	362	C240B	1645	Second Floor Area 2
Hall Monitor	Ruth Hill	HEP	362	E205	6290	Second Floor Area 3
Hall Monitor	Lauren Ambrose	ES	362	C280	8677	Second Floor Area 4
Hall Monitor	Bob Peters	ES	362	E329	7773	Third Floor Area 1
Hall Monitor	Joann Parnell	ES	362	C325	3130	Third Floor Area 2
Hall Monitor	Roger Anderson	ES	362	F394	6406	Third Floor Area 3
Hall Monitor	Sharon Salman	TD	362	G308	4894	Third Floor Area 4
Hall Monitor	Amy Singletary	ES	362	E377	0484	Fan Loft Area
Building Manager	Midge Urban	ES	362	E385	3724	
Division Director	Samit Bhattacharyya	TD	360	L134	3293	
Division Director	Lawrence Price	HEP	362	E101	6295	

Division Director	William Schertz	ES	362	E385	6330
Division Director	Efim Gluskin	XFD	401	B3171	4788

Appendix B:

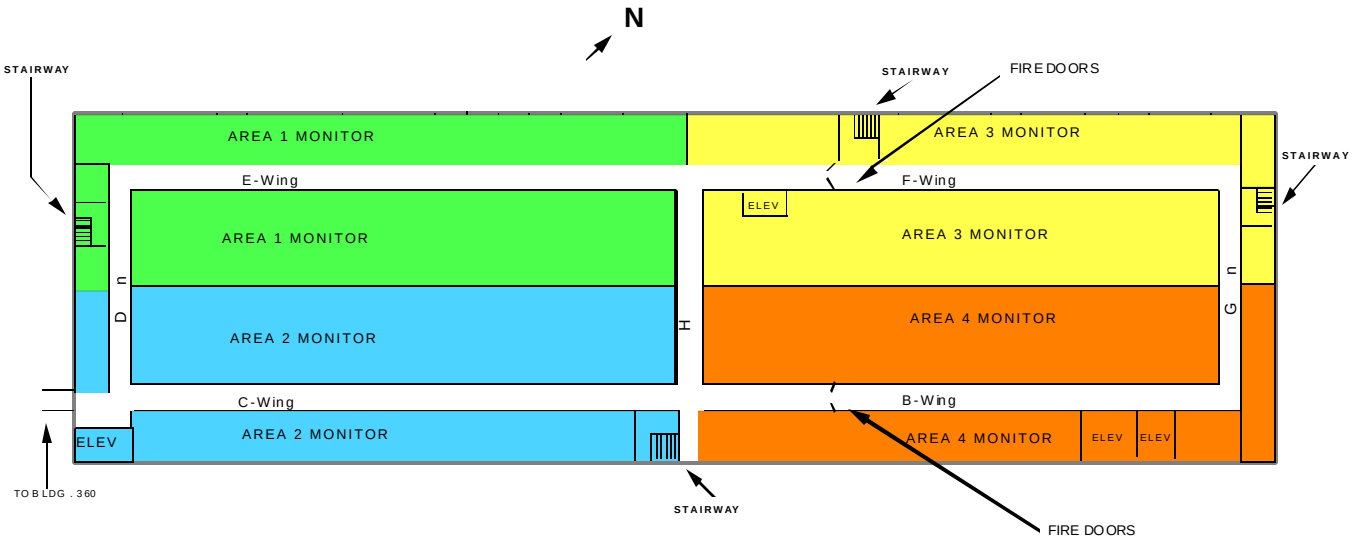
Building Drawings



SHELTER AREA LOCATED ON SERVICE FLOOR

BUILDING EMERGENCY PLAN

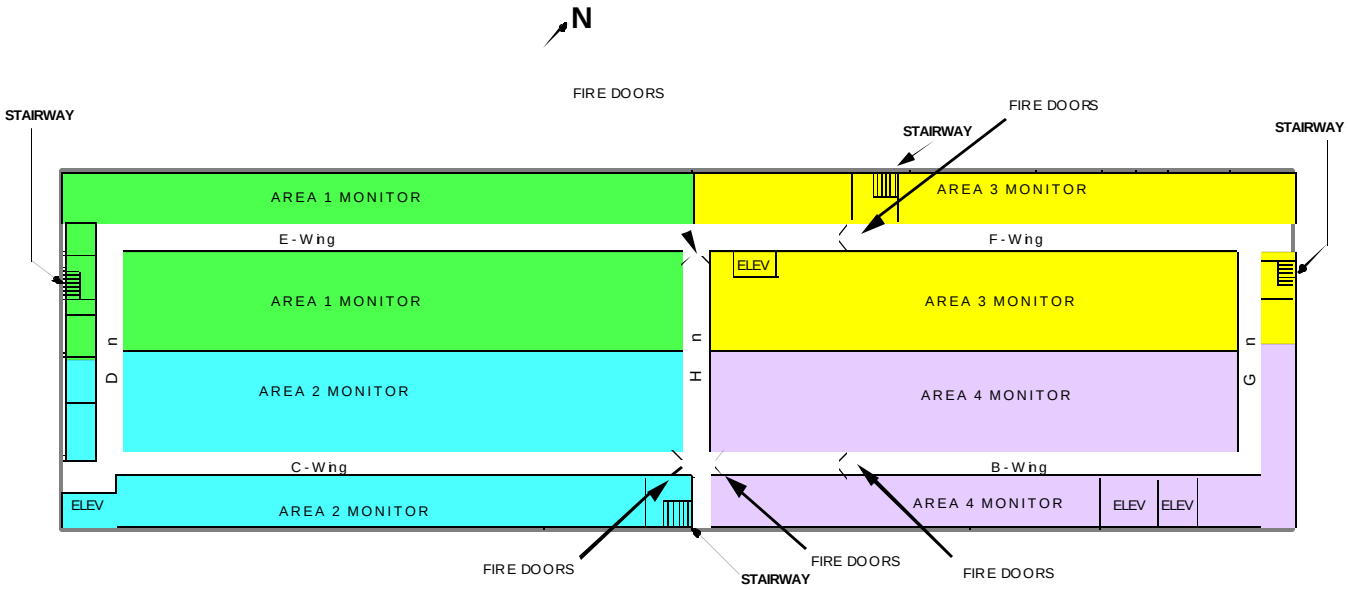
BUILDING 362 FIRST FLOOR



SHELTER AREA LOCATED ON SERVICE FLOOR

BUILDING EMERGENCY PLAN

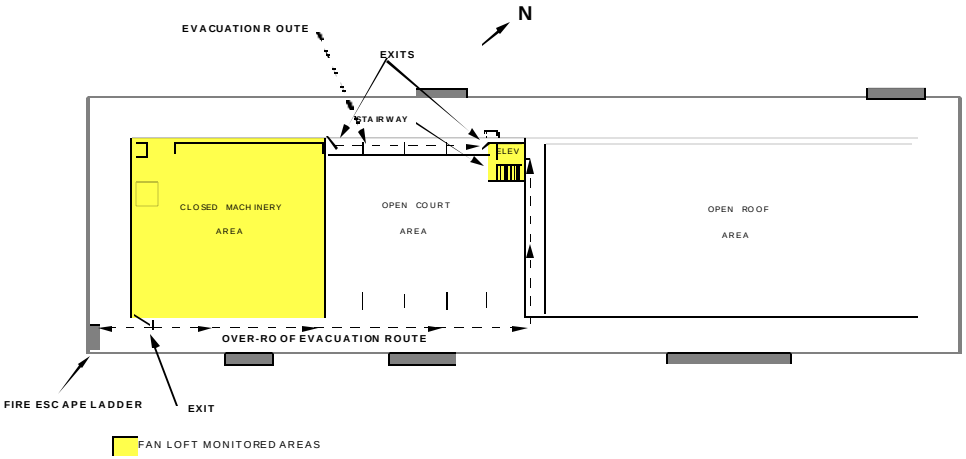
BUILDING 362 SECOND FLOOR



SHELTER AREA LOCATED ON SERVICE FLOOR

BUILDING EMERGENCY PLAN

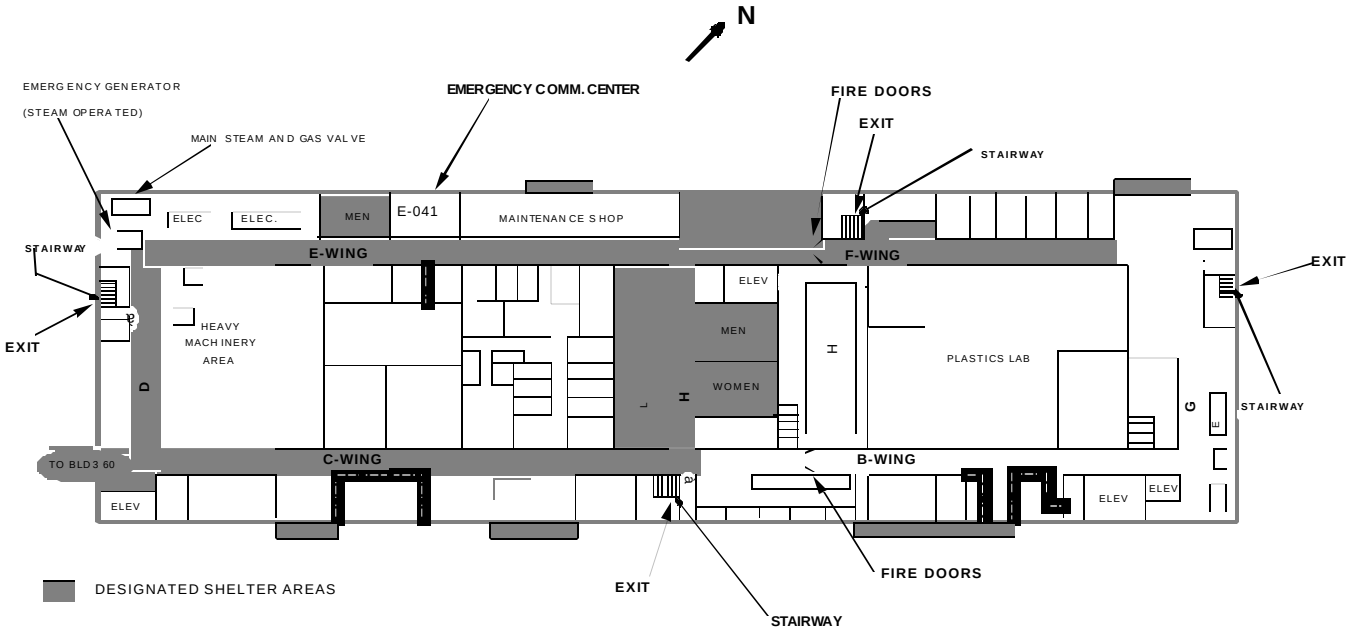
BUILDING 362 THIRD FLOOR



SHELTER AREA LOCATED ON SERVICE FLOOR

BUILDING EMERGENCY PLAN

BUILDING 362 FAN LOFT



SHELTER AREA LOCATED ON SERVICE FLOOR

BUILDING EMERGENCY PLAN

BUILDING 362 SERVICE FLOOR